

Frank Jarboe

2025 Copper Beech Way
Greenville, NC 27858

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3915 Chaucer Ct
Monrovia, MD 21770

Education

May 2014

East Carolina University College of Business, Greenville, NC
Bachelor of Science in Business Administration,
Risk Management and Insurance
GPA: 3.5/4.0

Experience

May 2013-

July 2013

MBM Corporation, Rocky Mount, NC
Intern for the Director of Risk Management

- Presented, followed-up and secured Hold Harmless Agreement signatures and Certificates of Insurance from population of 1,300 product suppliers
- Participated in insurance broker renewal conference calls and face to face meetings with internal supplier relations managers
- Assisted Risk Manager in Texas Nonsubscriber due diligence – researching existing body of litigation related to employers who have opted out of the Texas Workers Compensation system, and in preparing ERISA Plan documents and Employee Acknowledgement forms
- Used computer software (AS400) for vendor compliance and contact information

September 2010-

May 2013

Health Information Systems Services, Greenville, NC
Administrative Support Specialist

- File data continuously and accurately
- Resolve issues detected during the review of clients' medical records
- Perform data entry into medical database systems
- Follow up, receive, organize, and process documentation as required per client

May 2010-

Present

RA Jarboe & Sons Tile Setting, Monrovia, MD
Stone and Tile Apprentice

- Measure and map out floor designs
- Clean floors
- Grout, cut and set tile

Honors / Activities

Member of the National Society of Collegiate Scholars Society, Member of Financial Managers Association (FMA Club), Intramural sports participant (basketball, football), Dean's List (2011, 2012)